



Every Student Matters, Every Moment Counts

Morton School District #214

Home of the Timberwolves!

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p: 360-496-5300 • f: 360-496-5399

www.morton.k12.wa.us

 @MortonSchoolDistrict214

 @MSD21214

Morton Jr/Sr High School

152 Westlake Ave • Morton, WA 98356

p: 360-496-5137 • f: 360-496-6035

Morton Elementary School

400 Main Ave • Morton, WA 98356

p: 360-496-5143 • f: 360-496-0327

Job Title: Director of Career and Technical Education (CTE)

Reports To: Superintendent

Job Summary

This position provides is responsible for providing leadership and expertise in the coordination and management of district-wide Career and Technical Education (CTE) programs, including coordination with ASB groups that support these programs. This position will oversee the budget, expenditures, revenue, purchasing, grants, and all aspects of CTE programs. This person is also responsible for the creating, obtaining, modifying, editing all CTE frameworks.

Essential Duties and Responsibilities

Essential duties of this position include the following. Employees in this position perform some or all of the follow tasks. Other duties may be assigned.

1. Follows and maintain knowledge of all district policy(ies) and procedures.
2. Works with teachers and staff to identify students with special needs and provides services or makes appropriate referrals for them.
3. Actively participates in and attends various school, district, regional, and state committees and trainings.
4. Makes recommendations for admissions and scholarships.
5. Works with students in evolving education and occupation plans.
6. Guides students in their participation in school and community activities.
7. Obtains and disseminates occupational information to students and to classes studying occupations.
8. Confers with parents, teachers, students, and community when necessary.
9. Provides in-service trainings in guidance for teachers when directed to.
10. Promptly reports any serious accident or illness affecting students or any incident which might affect the school, teachers, or students therein.
11. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials, and facilities.
12. Maintains appropriate certifications and training hours, as required.
13. Professional represents the school and the District in interactions with parents, community, staff, and students.
14. Works with staff and students in goal and responsibility development.
15. Complies with applicable district, state, local, and federal laws, rules and regulations.

The Morton School District obeys all equal employment opportunity and affirmative action laws, statutes, and regulations. We encourage women, minorities, people with disabilities, and veterans to apply for all of our job openings. We are an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, gender, national origin, disability status, genetic information & testing, family & medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against anyone who brings forth any complaint, orally or in writing, to the employer or the government, or against anyone who helps or participates in the investigation of any complaint, or otherwise opposes discrimination. Please direct questions and complaints of alleged discrimination to Superintendent John Hannah: PO Box 1219, Morton, WA 98356; 360-496-5300 (Title IX/ Section 504/ ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642).

16. Attends work regularly and is punctual.
17. Oversee all aspects of CTE programs and services.
18. Develop and administer a budget for CTE operations.
19. Write, implement, and administer the Federal Perkins grant is so desired by the district.
20. Maintain all required data and metrics and provide that information as needed to federal, state, and local levels.
21. Coordinate all local CTE meetings.
22. Work with local CTE Advisory group and meet the minimum, if no exceed, requirements for meetings.
23. Ensure the district meets all CTE requirements from local, state, and federal laws/regulations.
24. Market CTE programs to all students.
25. Interface with post-secondary institutions to coordinate programs, develop articulation agreements, implement dual credit opportunities and expand the opportunities for all learners to access appropriate learning opportunities.
26. Serve as a member of the Jr/Sr High building's advisory team.
27. Complete iGrants, and portions thereof, that pertain to CTE programs.
28. Prepare and submit all needed documentation for CPR pertaining to CTE.
29. Develops, implements, monitors and revises curriculum/frameworks for CTE.
30. Manages and guides the creation of, tracking, and editing of all CTE inventory in all programs.
31. Indirectly supervises, non-evaluative, CTE teachers and monitors adherence to CTE frameworks and instructional delivery requirements of building and district.
32. Prepares and submits local, state, and federal reports in a timely manner.

Marginal Duties and Responsibilities

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend in-service trainings.
2. Attend secondary staff meetings.
3. Attend elementary staff meetings when requested by elementary principal.
4. Reports issues to authorities as necessary, animal control, suspicious activity etc.

Supervisor Responsibilities

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment. This position may also supervise and direct the work of educational assistants and/or teacher aide(s).

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Prior successful experience working in a school setting. Current Washington State Teachers certificate in vocational field. Bachelor's degree (B.A.) or equivalent from four-year college or university.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit; demonstrated

ability to consistently meet deadlines; ability to multitask and handle several ongoing tasks without decline in performance; demonstrated ability to successfully work with staff, students, and parents.

- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusion. Ability to respond to situations in a proactive manner. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use: email, internet and word processing software, spreadsheets, Google Docs, Microsoft Office, WSIPC, Skyward, and EDS. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of all district students. Possess knowledge of effective behavior management methods. Ability to meet time lines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Must have a valid and current vocational certificate and/or administrator certificate. Must have a valid Washington Driver License.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or free and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The

employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to blood borne pathogens.

Other

n/a

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.